

## RECORDS RETENTION SCHEDULE

GC 28077

Submit three copies to: Department of General Services, California Records and Information Management, 707 Third St. 2<sup>nd</sup> Fl., W. Sacramento, CA 95605.

A CalRIM Consultant may be reached by phone at (916) 375-4404, by fax at (916) 375-4408 or by email at CalRIM@dgs.ca.gov

(1) DEPARTMENT, BOARD OR COMMISSION Department of Corrections and Rehabilitation		(2) AGENCY BILLING CODE 16833		(3) PAGE 1 OF 4 PAGES	
(4) DIVISION/ BRANCH/ SECTION Classification Services		(5) ADDRESS 1515 S Street			
CHECK THE APPROPRIATE BOX					
(6) <input type="checkbox"/> New schedule of records that have never been scheduled. [Complete boxes (9) – (12)]					
(7) <input checked="" type="checkbox"/> Revising a previous schedule. [Complete boxes (13) – (16)] (A new approval number will be assigned.)					
(8) <input type="checkbox"/> Amending some pages of a previous schedule. [Complete boxes (13) – (16)] (The original approval number will remain in effect.)					
NEW SCHEDULE INFORMATION (If applicable)		(9) SCHEDULE NUMBER 16833	(10) SCHEDULE DATE	(11) NUMBER OF PAGES 3	(12) CUBIC FEET (Total Schedule) 620
PREVIOUS SCHEDULE INFORMATION (If applicable)		(13) SCHEDULE NUMBER 16833	(14) APPROVAL NUMBER 99-088	(15) APPROVAL DATE (S) 5/10/99	(16) PAGE NUMBER(S) REVISED – All
(17) MISSION/FUNCTIONAL STATEMENT: The Classification Services Unit provides leadership in upholding the integrity and professionalism of the Department by promoting consistency in application of, and compliance with, regulations in the classification of inmates through training, audits, and communication. The Classification Services Unit dedicates itself to being fiscally responsible and at the same time maintaining the Department's mission of public safety and the successful integration of inmates into the community.					
PART I – AGENCY STATEMENTS					
As the program manager (or person authorized to sign for the program manager) directly responsible for the records listed on this records retention schedule, I certify that all records listed are necessary and that each retention period is correct. For revisions, all items on the previous schedule are included or accounted for on the recapitulation. Vital records identified by this schedule are protected. If protection is not currently provided but plans are underway, the details of such plans are shown in Column 45, Remarks.					
(18) SIGNATURE - MANAGER RESPONSIBLE FOR THE RECORDS <i>Chinatsu Yoshida</i>		(19) TITLE Staff Services Manager I		(20) PHONE NUMBER (916) 327-8987	(21) DATE SIGNED 10/4/07
In accordance with Government Code 14755, approval of this Records Retention Schedule by the Department of General Services is hereby requested. Retention periods shown have been established in accordance with the criteria set forth by Section 1667 of the State Administrative Manual.					
(22) SIGNATURE- RECORDS MGMT. ANALYST <i>Shannon Arrieta</i>	(23) CLASSIFICATION AGPA	(24) NAME (Printed or Typed) Shannon Arrieta		(25) PHONE NUMBER (916) 323-4095	(26) DATE SIGNED 1/31/08
PART II – DEPARTMENT OF GENERAL SERVICES APPROVAL (Per Government Code Section 14755)					
(27) SIGNATURE –CalRIM CONSULTANT <i>Janis C. [Signature]</i>		(28) APPROVAL NUMBER 08-050		(29) DATE SIGNED 2/8/2008	(30) EXPIRATION DATE 2/8/2013
PART III – ARCHIVAL SELECTION (Per Government Code Section 14755)					
THE ATTACHED RECORDS RETENTION SCHEDULE:					
(31) <input checked="" type="checkbox"/> Contains no material subject to further review by the California State Archives					
(32) <input type="checkbox"/> Contains material subject to archival review. Items stamped "NOTIFY ARCHIVES" may not be destroyed without clearance by the California State Archives. (Per Section 1671 of the State Administrative Manual.)					
(33) SIGNATURE – CHIEF OF ARCHIVES OR DESIGNATED REPRESENTATIVE <i>Angie Bailey, Archivist</i>				(34) DATE SIGNED Feb. 15, 2008	



CALIFORNIA  
STATE ARCHIVES

ITEM # (37)	CUB C FEET * (38)	CA. STATE ARCHIVES USE ONLY (39)	TITLE AND DESCRIPTION OF RECORDS (Double spaces between items) (40)	MEDIA (41)	VITAL (42)	RETENTION				PRA (Exempt) & IPA (47)	REMARKS (48)
						OFFICE (43)	DEPT. (44)	SRC (45)	TOTAL (46)		
			<b><u>PROGRAM MANAGEMENT RECORDS</u></b>								
1	136		<b>Miscellaneous Correspondence:</b> Response to inmates, inmate's families, friends, Legislators or other public officials regarding classification and/or transfer of inmates.	P		5			5	XI	Retain in office for five years.
2	35		<b>Population Management:</b> Weekly Population Summary, Do's & Don'ts	P		2			2		Retain in office for two year.
3	32		<b>Department of Mental Health Letters</b>	P							Retain in office indefinitely
4	90		<b>Departmental Review Board Actions</b>	P							Retain in office indefinitely
5	22		<b>Penal Code Section 1170(d) – Compassionate Release</b>	P							Retain in office indefinitely
6	216		<b>SVP Case Copies</b>	P		2			2		Retain in office for two years.
7	25		<b>Statistical Records:</b> Consists of fiscal related documents, copies of memo and statistical records regarding population projections, overcrowding, etc., which serves as a central depository for resource material for entire Department.	P		2		8	10		Retain in office for two years, then SRC for eight years.
			<b><u>ADMINISTRATIVE MANAGEMENT RECORDS</u></b>								
8	5		<b>Budgets</b>	P		2			2		Retain in office for two years.
9	7		<b>Contracts</b>	P		A+2			A+2		Retain as active until contract end, and then retain two years in office.
10	45		<b>Correspondence (A-Z) : Subject Files and Memorandums</b>	P		2			2		Retain in office for two years.
11			<b>Electronic Information</b> Includes transitory messages (E-Mail) or electronic documents printed and stored to paper if document retention is necessary. Note: Data stored electronically must comply with the paper record topic's Records Retention Schedule.	M		A			A		Retain as active until transmitted or completed.

ITEM # (37)	CUBIC FEET * (38)	CA. STATE ARCHIVES USE ONLY (39)	TITLE AND DESCRIPTION OF RECORDS (Double spaces between items) (40)	MEDIA (41)	VITAL (42)	RETENTION				PRA (Exempt) & IPA (47)	REMARKS (48)
						OFFICE (43)	DEPT. (44)	SRC (45)	TOTAL (46)		
			<b>Employee</b>								
12	1		• <b>Attendance</b>	P		2			2	XI	Retain in office for two years.
13	5		• <b>Training File</b>	P		A+1		2	A+3	XI	Retain copies as active until the employee transfers, terminates, resigns, or retires. If the employee transfers, forward the training record to the employee's new training office. If the employee terminates, resigns, or retires, retain three years (one year in the office and two years in the State Records Center).
14	1		<b>Equipment/Supply Orders</b>	P		2			2		Retain in office for two years.
15			<b>Records Management:</b> Record reports and inactive record transfer documentation.	P		A+2			A+2		Retain as active until the report completion or inactive records remain in storage, then retain for two years in the office.
			<b>The following items are no longer maintained in this unit:</b> #0040-Legislative Bill Analysis #0060-Department of Youth Authority Transfer Log #0080-Compliance REVIEW Audit Material  <b>Item # 0030-Unit Reports replaced with Population Management</b>								

Media: (Column 41) P – Paper; M – Magnetic or electronic (computer hard drives, computer tapes or disks, or word processing disks).

Disclosure Restrictions: (Column 47)

X: Exempt from public review per the Public Records Act, Government Code Section 6254.

XI: Subject individual may have the right to review per the Information Practices Act, Civil code Section 1798.24, unless exempt under Section 1798.40.

Destruction Non-confidential: Recycle. Confidential or exempt (Column 47): Shred.

Historical: (Column 39) Transfer to the State Archives. Do not destroy.

08-0501

EM	CUBIC FEET *	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS  (Double spaces between items)	MEDIA	VITAL	RETENTION				PRA (Exempt) & IPA	REMARKS
						OFFICE	DEPT.	SRC	TOTAL		
37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)

16.			<u>Records Management</u>  STD Form 70, Records Inventory Worksheet	P		Current			Current		Retain as current until next inventory, or when no longer needed for reference or analysis, whichever is later.
17.			STD Form 71, Records Transfer List	P		Current			Current		Retain as current until all records have been either destroyed, retired permanently, transferred to the State Archives, or when no longer needed whichever is later.
18.	1		STD Form 73, Records Retention Schedule	P		Current			Current		Retain as current until revised. NOTE: Although revision is required every five years from date approved by CalRIM, records retention schedules that are not revised remain in effect but are considered non-current.
19.			Authorization for Records Destruction (Computer Printouts)			4			4		Retain for two years from date destruction is authorized. Then retain two additional years or until audited, whichever occurs first (maximum of four years).
20			<b>Electronic Mail</b>  A. E-mail that are categorized as official records are subject to department records retention schedule and must be retained for the same period of time as the records series that most closely matches the subject matter contained within the new e-message. If there is no entry that resembles or matches the subject matter of the e-message, the "record" should be added to the schedule as a separate series (separate item number).  B. Transitory e-Mail consists of electronic messages that are created primarily for the communication of informal information as opposed to the perpetuation or formalization of knowledge.	M		*	*	*	*		*E-mail communications that have "official records status" are subject to department records retention schedule and must be retained for the same period of time as the records series that most closely matches the subject matter of the e-communication in question.
				M		90 days			90 days		Destroy transitory e-communications when they have served their purpose.